

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 77
MAY 14, 2014 – WORK SESSIONS**

**Public Works
Summary Minutes**

Work Session was held between the County Commissioners and Public Works on Wednesday, May 14, 2014, at 9:00 a.m., in the Island County Administration Building, Room 116, Coupeville, WA. Present were:

County Commissioners: **Jill Johnson, Chair** **Staff: Pam Dill**
 Helen Price Johnson, Member
 District 3 Commissioner – Vacant

Staff Present: **Bill Oakes, Director, Bryant Mercil, Connie Bower, Steve Marx**

Others Present: **Elaine Marlow, Budget Director**

Record @ 00:05

Add-on

Subject/Description: Maxwellton Road South Outfall

Attachment: none

Information: Bill recommended award to Culbertson Marine Construction, as the lowest bidder; Amount: \$186,159.44. He briefed the Board on a math error in the bid between the unit price and extended price. Award is based on actual math.

Follow up: Okay with Board to move forward to Monday's agenda.

Subject/Description: Diking Improvement District #4

Attachment: none

Information: Bill briefed the Board on a project in DID #4 to line the inlet pipes and put in new tide gates and beaver grates. Approximate cost \$12,000-\$16,000. Bill will facilitate a community discussion prior to the August start date.

Subject/Description: Grant Opportunity: 2014 County Safety Program

Attachment: Memorandum; draft Island County 2014 Safety Plan

Information: WSDOT has issued a call for projects to receive federal funding to address road safety issues. As part of the grant application Island County is required to develop a Safety Plan. Grant applications are due by 6/30/14.

Subject/Description: RAP Project Agreement – Boon Road

Attachment: Project Agreement 1514-01

Action Requested: Rural Arterial Program funding for Boon Road; Total Amount Authorized: \$861,921.00

Follow Up: Okay with Board to move forward to a Monday agenda.

Subject/Description: WSDOT Local Agency Agreement – Crescent Harbor Rd/Regatta Drive Intersection Improvements

Attachment: Memorandum

Action Requested: In order to meet the region STPR obligation targets Public Works proposes to move the Crescent Harbor Road/Regatta Drive Intersection Improvement project forward and obligate funds for the preliminary engineering in June 2014.

Follow Up: Okay with Board.

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Subject/Description: Adult Jail HVAC and County Wide Energy Upgrades

Attachment: Memorandum

Action Requested: Bryant Mercil briefed the Board on the remaining documents needed for the project to commence.

Follow Up: Okay with Board to move process forward.

**Human Resources
Summary Minutes**

Work Session was held between the County Commissioners and Human Resources on Wednesday, May 14, 2014 at 10:00 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners:	Jill Johnson, Chair Helen Price Johnson, Member <i>District 3 Commissioner – Vacant</i>	Staff: Pam Dill
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Staff Present: Melanie Bacon, Human Resource Director

Others Present: Elaine Marlow, Budget Director, Bill Oakes, Brooke Powell, Sheilah Crider, Dave Wechner, Larry Van Horn, Keith Higman

Record @ 59:05

Subject/Description: Job Requisitions

Attachment: yes

Public Works

- Parks Technician, replacement, C-8, #033/14
Commissioner Price Johnson moved to approve Job Requisition # 033/14. The motion was seconded by Commissioner Johnson and carried unanimously.
- Drainage Civil Engineer 1, replacement, R-23, #032/14
Commissioner Price Johnson moved to approve Job Requisition # 032/14. The motion was seconded by Commissioner Johnson and carried unanimously.

Juvenile Court

- Juvenile Detention Officer, replacement, C-9, #034/14
Commissioner Price Johnson moved to approve Job Requisition # 034/14. The motion was seconded by Commissioner Johnson and carried unanimously.

Auditor

- Accounts Payable Deputy, replacement, C-9, #036/14
Commissioner Price Johnson moved to approve Job Requisition # 036/14. The motion was seconded by Commissioner Johnson and carried unanimously.

Health

- Environmental Health Specialist II, replacement, C-11, #037/14
Commissioner Price Johnson moved to approve Job Requisition # 037/14. The motion was seconded by Commissioner Johnson and carried unanimously.

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Planning

- Associate Planner, promotion, C-11 – Postponed to May 21 work session.

Facilities

- Maintenance Technician, promotion, C-9 – Postponed to May 21 work session.

**Assessor
Summary Minutes**

Work Session was held between the County Commissioners and the Assessor on Wednesday, May 14, 2014, at 10:20 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: **Jill Johnson, Chair** **Staff: Pam Dill**
 Helen Price Johnson, Member
 District 3 Commissioner – Vacant

Present: Mary Engle, Assessor

Others Present: Elaine Marlow, Budget Director

Record @ 01:16:53

Subject/Description: SB 6180

Attachment: draft ordinance, Senate Bill Report SB 6180

Action Requested: Approval to move forward with Resolution authorizing classification of Timberland as Designated Forest Land in Island County.

Follow up: Okay with Board to move Resolution forward to a Monday agenda.

**Human Services
Summary Minutes**

Work Session was held between the County Commissioners and Human Services on Wednesday, May 14, 2014, at 10:30 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: **Jill Johnson, Chair** **Staff: Pam Dill**
 Helen Price Johnson, Member
 District 3 Commissioner - Vacant

Staff Present: Jackie Henderson, Director, Catherine Reid, Charlene Ray

Others Present: Elaine Marlow, Budget Director

Record @ 01:23:38

Subject/Description: Homeless Housing – Coordinated Entry

Attachment: Coordinated Entry RFP

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Action Requested: Approval of Request for Proposal for a qualified applicant to design, implement and operate a Homeless Coordinated Entry Program, including a Housing Resource Center; Funding Period: September 1, 2014 – August 31, 2015.

Follow up: Okay with Board.

Subject/Description: Outreach Mental Health programs

Attachment: yes

Action Requested: Approval to re-allocate 1/10 of 1% Sales Tax funds to create new positions in the Mental Health Outreach and School Based Mental Health Programs.

Follow up: Okay to work with Human Resources to create 5 new positions in Human Services funded by county 1/10th of 1 percent funds.

**Juvenile & Family Court Services
Summary Minutes**

Work Session was held between the County Commissioners and the Juvenile Department on Wednesday, May 14, 2014, at 10:55 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Jill Johnson, Chair
Helen Price Johnson, Member
District 3 Commissioner – Vacant

Staff: Pam Dill

Staff Present: Brooke Powell, Court Administrator

Others Present: Elaine Marlow, Budget Director

Record @ 01:51:05

Subject/Description: Personal Services Agreement

Attachment: yes

Action Requested: Personal Service Agreement for the Provision of Mandatory Parenting Seminars between Superior Court and Chris Holder, LLC.

Follow up: Okay with Board to move forward to a Monday agenda.

**Sheriff
Summary Minutes**

Work Session was held between the County Commissioners and the Sheriff on Wednesday, May 14, 2014, at 11:00 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Jill Johnson, Chair
Helen Price Johnson, Member
District 3 Commissioner – Vacant

Staff: Pam Dill

Staff Present: UnderSheriff Kelly Mauck, Wylie Farr

Others Present: Elaine Marlow, Budget Director

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Record @ 01:54:20

Subject/Description: PO 9923 – North Sound Auto Group DBA Dwayne Lanes

Attachment: PO # 9923, contract

Action Requested: Purchase of 1 ea 2014 Dodge Charger; \$27,556.77 (WSST incl.)

Follow-up: Okay with Board to move forward to Monday's agenda.

Subject/Description: PO 9922 – Bud Clary Chevrolet

Attachment: PO # 9922, contract

Action Requested: Purchase of 2 ea 2014 Chevrolet Impala's; \$40,319.00 (WSST incl.)

Follow-up: Okay with Board to move forward to Monday's agenda.

**WSU / Extension Services
Summary Minutes**

Work Session was held between the County Commissioners and WSU/Extension on Wednesday, May 14, 2014, at 11:05 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: **Jill Johnson, Chair**
 Helen Price Johnson, Member
 District 3 Commissioner – Vacant

Staff: Pam Dill

Staff Present: **Tim Lawrence, Director**

Others Present: Elaine Marlow, Budget Director

Record @ 02:00:05

Subject/Description: Grant Agreement between Service Education Adventure (SEA) and Island County

Attachment: yes

Action Requested: Approval of Grant Agreement between Service, Education & Adventure and Island County to support the development and implementation of Whidbey Earth and Ocean Month projects in April and May 2014; Funding not to exceed: \$1,000.00.

Follow up: Okay with Board to move forward to a Monday agenda.

**Budget Director/GSA/IT
Summary Minutes**

Work Session was held between the County Commissioners and the Budget Director on Wednesday, May 14, 2014, at 11:05 a.m., the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: **Jill Johnson, Chair**
 Helen Price Johnson, Member
 District 3 Commissioner – Vacant

Staff: Pam Dill

Staff Present: **Elaine Marlow, Budget Director, Jenean Boggs**

Record @ 02:03:50

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 82
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Subject/Description: Copier Replacements

Attachments: yes

Action Requested: Approval of replacement of 5 Copiers from Ricoh-USA; \$39,532.02; 5 Year cost including Maintenance; \$50,978.11

Follow up: Okay with Board to move to a Monday agenda.

Subject/Description: Hayfield Lease 3 Sisters Farm

Attachments: yes

Action Requested: Approval of lease with 3 Sisters for 38 acre agricultural parcel in the southwest corner of Scenic Heights Road and Balda Road at \$70.00/acre through December 31, 2017.

Follow-up: Okay with Board to move forward with lease.

Subject/Description: Rural County Economic Development Funding- Interlocal with Port of South Whidbey Passenger Ferry Mooring Project

Attachments: yes

Action Requested: Approval of Interlocal Agreement between Island County and Port District of South Whidbey Island for South Whidbey Harbor Passenger Ferry Mooring Project

Follow-up: Okay with Board to move forward to a Monday agenda.

Subject/Description: 2nd Amendment to 2014 Budget

Attachments: yes

Action Requested: Elaine Marlow reviewed the amendments to the 2014 Budget. The proposed amendment adjusts the 2014 Budget to recognize unforeseen changes in revenues and expenditures that have occurred since adoption of the County's annual budget.

Follow-up: Okay with Board to move forward to a Monday agenda.

Commissioners Agenda
Summary Minutes

The County Commissioners met during Work Session on Wednesday, May 14, 2014 at 11:30 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA.

Present were:

County Commissioners:	Jill Johnson, Chair	Staff: Pam Dill
	Helen Price Johnson, Member	
	<i>District 3 Commissioners – Vacant</i>	

Others Present: Elaine Marlow, Budget Director

Record @ 2:30:56

Subject/Description: Consider applicant for vacancy on Civil Service Commission

Attachments: yes

Action Requested: The Board considered applicant for vacancy on Civil Service Commission.

Follow up: Okay with Board to move recommendation forward to Monday's agenda.

Subject/Description: Consider applicant for vacancy on Historic Preservation Commission (HPC)

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Attachments: yes

Action Requested: The Board considered applicant for vacancy on the Historic Preservation Commission (HPC)

Follow up: Okay with Board to move recommendation forward to Monday's agenda.

Subject/Description: Consider applicant for vacancy on the Solid Waste Advisory Committee (SWAC)

Attachments: yes

Action Requested: The Board considered applicant for vacancy on the Solid Waste Advisory Committee (SWAC)

Follow up: Okay with Board to move recommendation forward to Monday's agenda.

Subject/Description: Update on Commissioner Committee assignments

Attachments:

Discussion: The Board reviewed Commissioner Emerson's committee assignments and agreed on the following representation until a new Commissioner is appointed:

- **ICOM** – Elaine Marlow will continue to attend the meetings (current alternate)
- **Northwest Clean Air Agency (NWCAA)** – Keith Higman will continue to attend the meetings (current alternate)
- **Northwest Workforce Development Council (NWDC)** – Notify NWDC no attendance at June meeting.
- **North Sound Connecting Communities Project (Farm House Gang)** – One of the Commissioners will attend if available.
- **Law & Justice Council** – Commissioner Price Johnson will attend meetings.
- **Solid Waste Advisory Committee** – Commissioner Johnson will attend meetings.
- **Public Transportation Benefit Authority** - Wait for new commissioner to be appointed.

**Health Department
Summary Minutes**

Work Session was held between the County Commissioners and the Health Department on Wednesday, May 14, 2014, at 1:00 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: **Jill Johnson, Chair**
 Helen Price Johnson, Member
 District 3 Commissioner – Vacant

Staff: Pam Dill

Staff Present: Keith Higman, Director, Jill Wood

Others Present: Elaine Marlow, Budget Director

Record @ 00:05

Administration

Subject/Description: Department of Health – Consolidated Contract

Attachment: Contract No. C16886 (Amendment #14)

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Action Requested: Approval of 2012-2014 Consolidated Contract; Amendment #14, Contract # C16886; Increase of \$49,091.00 for a revised maximum consideration of \$2,209,222.00.

Follow up: Okay with Board to move forward to a Monday agenda.

Environmental Health

Subject/Description: Solid Waste violations at 1578 Crestview Dr. on Camano Island

Attachment: none

Information: Keith Higman and Jill Wood provided an overview of the solid waste violation and compliance.

Follow up: Health Department will pursue legal advice from Prosecuting Attorney's office on how best to proceed and contact Alice Thull, Mental Health Coordinator, Human Services.

Department of Natural Resources

Summary Minutes

Work Session was held between the County Commissioners and the Department of Natural Resources on May 14, 2014 at 1:20 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: **Jill Johnson, Chair** **Staff: Pam Dill**
 Helen Price Johnson, Member
 District 3 Commissioner – Vacant

Staff Present: **Keith Higman, Director, Jill Wood**

Others Present: **Elaine Marlow, Budget Director**

Record @ 21:08

Subject/Description: Marine Resource Committee (MRC) Operations & Procedures

Attachment: Draft Exhibit "A" – Underline Strike-through version

Action Requested: Keith Higman reviewed with the Board the draft changes to Exhibit A.

Summary of additional changes made at today's work session:

- Added WSU Extension and Island County DNR as ex-officio non-voting members
- Removed the Environmental Health Director and Island County DNR from Technical Advisors list

Follow up: Solicit input regarding changes from the leadership of the MRC and bring back to a future work session.

Planning & Community Development

Summary Minutes

Work Session was held between the County Commissioners and the Planning Department on Wednesday, May 14, 2014 at 2:00 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: **Jill Johnson, Chair** **Staff: Pam Dill**
 Helen Price Johnson, Member
 District 3 Commissioner – Vacant

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Staff Present: David Wechner, Director, Dan Nickel, Watershed Company, Lisa Grueter, Berk Consulting, Jamie Hartley, Brad Johnson, Will Simpson

Others Present: Elaine Marlow, Budget Director

Record @ 53:04

Subject/Description: Fish & Wildlife Habitat Conservation Areas Update

Attachment: PowerPoint

Information: Dan Nickel, Watershed Company, Lisa Grueter, Berk Consulting and Brad Johnson provided a presentation on the Fish and Wildlife Habitat Conservation Areas update including Best Available Science and Existing Conditions Report, Code Audit, and proposed changes to the Island County Comprehensive Plan and Island County Code.

Dan Nickel presented 3 case studies that were developed to support understanding and discussion of the proposed updated Fish and Wildlife Habitat Conservation Area regulations.

Follow up: Planning Commission Public Hearing on May 27 @ 9:00 a.m. Planning staff will bring forward the Planning Commission's recommendations and findings to the next work session.

Commissioner Johnson recessed the work session until 1:00 p.m. on Thursday, May 15 for a budget workshop with Appointed Department Heads to discuss countywide funding priorities for the upcoming year.

BOARD OF COUNTY COMMISSIONERS
ISLAND COUNTY, WASHINGTON

Jill Johnson, Chair

Helen Price Johnson, Member

Commissioner District 3 Position, Vacant

ATTEST:

Debbie Thompson, Clerk of the Board